



Office of the County Recorder
Debbie Conway
Clark County Recorder

April 20, 2011

Dear Customer,

RE: Bulk Recordings and Bulk Exhibits Policy

Effective May 16, 2011, the Clark County Recorder's Office will implement a policy affecting Bulk Recordings and Bulk Exhibits customers.

Customers who frequently record documents with multiple assessor's parcel numbers (APN), multiple parties or multiple titles on one document (Bulk Recordings and/or Bulk Exhibits) have requested clarification from the Clark County Recorder's Office on how to properly format and present documents for recording. In order to provide customers with consistent service, please be aware of the following changes that may affect you or your company.

ONE Title per Document

Recently, the Clark County Recorder's Office has received documents with combined titles or multiple titles.

Only ONE titled document per transaction will be accepted for recording.

A document that is presented for recording with more than ONE title or combined titles will not be recorded and will be returned to the submitter.

Samples of Multiple Title Documents:

- Substitution of Trustee and Full Reconveyance
- Substitution of Trustee and Deed of Reconveyance
- Deed of Trust, Security Agreement, Pledge Agreement and Fixture Filing

ONE Parcel Number/ONE Party:

Nevada Revised Statute (NRS 111.312) requires an APN on real property documents. An APN creates an affiliation between a document and a specific real property. Documents must be presented with ONE APN per transaction in most cases.

Multiple APN's on one document will be indexed with the first parcel number listed.

Samples of documents containing more than one APN or Trustors:
Timeshares with “exhibit” attachments

- Deed of Trust
- Foreclosure Sale
- Trustee’s Deed Upon Sale

Documents submitted for recording referencing numerous trustors, multiple assessor’s parcel numbers (APN), and/or a document with more than one title, creates a confusing index. The recordation and indexing of documents containing one title, one APN, and one party will make it simpler and faster for customers and property owners to search records affecting their properties.

This improved process will:

- ensure consistent presentation of documents from you, the customer
- maintain the integrity of real property records
- provide for effective records research for end users.

Please notify the necessary associates within your company of this policy.

The Clark County Recorder’s Office continues to strive to provide excellent customer service. Please contact me at (702) 455-2319 or ECM@ClarkCountyNV.gov with any questions or concerns that you may have regarding this policy.

Sincerely,

Eugene Mendiola

Assistant Clark County Recorder